



## City of Stafford

### FOREMAN – FACILITIES MAINTENANCE

**Posting Date: November 19, 2018**

**Closing Date: Posted Until Filled**

<b>Position</b>	Facility Maintenance Foreman	<b>Salary Range</b>	<b>\$43,200 - \$53,000 (DOQE) + benefits</b>
<b>Class Structure</b>	Maintenance & Operations	<b>Reports to</b>	Public Works Superintendent
<b>Class</b>	Foreman	<b>Department</b>	Public Works
<b>Level</b>	4	<b>Submit application to:</b>	<a href="mailto:EMPLOYMENT@STAFFORDTX.GOV">EMPLOYMENT@STAFFORDTX.GOV</a>
<b>FLSA</b>	Non-exempt		<b>ATT: HUMAN RESOURCES</b>

**BACKGROUND IMPACTING POSTION:** The City of Stafford is widely recognized as the largest city in Texas which does not assess a city property tax. The majority of city funds are derived from the city sales tax. The City Council has emphasized the responsible use of city funds and resources. The city has a solid goal of living within its' means to which it is committed. The prudent administration of all budgetary matters, proper utilization of funds and resources by every Department is a critical component of preserving the City's strong fiscal status. This position is a key employee in that pursuit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The below statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

- Responsible for ensuring that all facilities are structurally sound, mechanically operational, electrically efficient, and safe by planning and scheduling daily and weekly maintenance activities
- Assures completion of assigned maintenance and repair tasks by monitoring work progress, inspecting work performance and providing corrections of any deficiencies as necessary, redirecting work efforts to meet critical and/or necessary work



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requirements, and recommending the use of additional departmental personnel or contract personnel (as appropriate).

- Responsible for documenting the cost of maintenance repairs and services by keeping records of time and materials to be charged to each job, and providing periodic status reports to the Public Works Superintendent.
- Reduces the likelihood of a significant disruption of mechanical services (i.e., heating, cooling, plumbing, electricity) to the city and assures around-the-clock responsiveness to mechanical failures or emergency situations.
- Performs highly skilled mechanical maintenance work (as required) in the installation, operation, maintenance, modification, service and repair of electrical, heating, ventilation and air conditioning, plumbing and refrigeration control systems by inspecting and testing elements of those systems to locate and diagnose faults and malfunctions, troubleshooting and/or performing required repairs, and providing an estimate of repair (and/or replacement) costs beyond the capability to perform.
- Keeps accurate records on all equipment indicating all repairs/breakdowns, required and performed maintenance, performing spot checks of equipment to determine their working condition, and performing and/or directing periodic cleaning and servicing of tools and test equipment.
- Contributes to the overall success of Facilities Maintenance by performing other essential duties as assigned
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Subject to 24 hour recall: The City reserves the right to require an employee in this position to work overtime including during emergency situations (defined as any natural or man-made disaster that may or may not necessitate the relocation of City personnel or citizens). In the event of an emergency and/or a required evacuation, the incumbent may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public including services or duties different from those performed in the normal course and scope of the position.

**KNOWLEDGE, SKILLS & ABILITIES:** To perform in this position successfully, and individual(s) must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Skilled maintenance and operations techniques and practices of assigned area;
- Equipment, tools, materials, principles and practices of assigned area;
- Occupational hazards and related safety precautions and practices;



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- Customer service principles;
- Specialized equipment relevant to area of assignment;
- Prioritizing work and managing time;
- Providing customer service and resolving issues and complaints;
- Performing inspections and quality checks of assigned areas and equipment;
- Monitoring the adherence to quality and service levels;
- Monitoring equipment and supplies inventory and researching requirements;
- Preparing reports, logs, and activity documentation;

**EDUCATION, EXPERIENCE AND TRAINING (Certification/Licensure):** The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

- High School Diploma or GED, supplemented by college coursework and/or technical training, and seven (7) years of increasingly responsible experience in assigned area of responsibility; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Valid Texas Driver's License
- Certification by the Environmental Protection Agency (EPA) for universal handling of Type I, Type II, and Type III refrigerants is preferred. Documented journeyman status in an electrical, mechanical, or plumbing trade is preferred.

**ADA AND OTHER REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate



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lighting, work space restrictions, intense noises, travel and environmental conditions such as disruptive people, imminent danger or a threatening environment.

**The City of Stafford is an Equal Opportunity Employer**